City of Minneapolis
CAREER OPPORTUNITIES BULLETIN
WEEK of May 12, 2014

Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.

We are currently accepting applications for the following positions. Apply online at www.minneapolismn.gov/jobs . Further information can be obtained at the Human Resources Department, 250 South 4th Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

OPEN POSITIONS

Accountant II – Exam #21472/Salary $53,131 - $73,436
Responsible for all aspects of the accounting function, including developing and maintaining Federal and City Accounts, budget development and analysis, closing fiscal month/year-end accounting records, assist with grant management, perform grant accounting, compliance and financial reporting, and internal audit functions. **Qualifications:** A Bachelor's Degree with the major in Accounting, Business Administration, Finance, or a closely related field is required. A minimum of two years professional level accounting experience is required; including but not limited to preparing financial statements and reports, developing and monitoring budgets, grant accounting, and monitoring grant expenditures and reimbursements, general ledger, cost, or fund accounting. Applications accepted **Monday, May 12, through Friday, May 23, 2014.**

Accountant II - Supervisory – Exam #21456 / Annual Salary $61,387 - $77,822
The City of Minneapolis has three (3) Accountant II – Supervisory positions available. Each position is located in our Controller Division of the Finance and Property Services Department. Applicants MUST indicate for which position(s) they are applying. **Primary Responsibilities:** Responsible for all aspects of the accounting function, including, budget assembly and analysis, assisting with financial and business plan development and analysis, closing fiscal month/year-end accounting records, preparing financial statements and reports, and internal audit functions. **Required Education:** Bachelor's Degree with the major in Accounting, Business Administration, Finance, a closely related field or equivalent. **Required Experience:** Two years professional level accounting experience, which has included preparing financial statements and reports, developing and monitoring budgets, monitoring grant expenditures and reimbursements, general ledger, cost, or fund accounting **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted until candidate pool has been established, determined by HR.**

Applications Programmer – MPD/911 – Exam #21462 / Hourly Salary $25.09 up to $34.53
There are currently two (2) non-exempt, full-time vacancies to be filled in the City of Minneapolis Information Technology (IT) Department. Anyone may apply. **Primary Responsibilities:** Responsible for application software development, maintenance, support, testing and documentation. **REQUIREMENTS: Experience:** Two (2) year of experience in Application Development/Support of large software using specific technical tools, languages, techniques, etc. **Education:** Associate's Degree in Computer Programming, Computer Science, or a closely related field. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted Monday, April 28, 2014 through Friday, May 23, 2014.**

City Records Manager / Annual Salary $65,074 up to $86,795
POSITION INFORMATION: There is (1) full-time, exempt vacancy to be filled in City Clerk's office. **Open to all applicants. Primary Responsibilities:** Ensure the City's records, data, and information assets are managed effectively in full conformance with all legal requirements, industry best practices, and with due regard for risk, probity, continuity, and economy throughout identified lifecycles using appropriate media and technology. **Minimum Requirements: Experience:** Five (5) years of experience including administration, design, development, implementation, administration, and evaluation of an enterprise records and information management program, with leadership experience in the field, including personnel supervision and performance management within a large multi-function organization. **Education:** Bachelor's Degree or equivalent in Library Science, Records Management/Archives, Information Systems/Technology, or related discipline. **Preferred: Master's Degree (MBA or MPA) in Public Administration or closely related field of study. Applications accepted through Tuesday, May 27, 2014.**

The City of Minneapolis is an Equal Opportunity Employer

Database Engineer – DBE/DBA - Annual Salary $64,386 up to $88,616
POSITION INFORMATION: There is currently one (1) exempt, full-time vacancy in the SD&E (Solution Development and Engineering) Division of the Information Technology Department. Incumbent reports to the Manager of Solution Development & Engineering and may receive daily work direction from senior software engineers. **PRIMARY RESPONSIBILITIES:** The Database Engineer works as a member of the IT Solution Design & Engineering team to enhance / upgrade existing systems and design new systems. **MINIMUM REQUIREMENTS: Experience:** Six (6) years of experience in information technology, which included four (4) years of experience maintaining and troubleshooting enterprise database systems or comparable large database applications. The following are preferred: Proven track record in database design and data modeling, and Experience in a Technical Lead role interacting with vendors and/or senior management. **Education:** Bachelor's Degree in Computer Science or a related field. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted Monday, May 5, 2014 through Friday, May 16, 2014.**

Health Program Manager – Family and Early Childhood / Annual Salary $66,232 up to $84,492
POSITION INFORMATION: There is (1) full-time, exempt vacancy to be filled in the Minneapolis Health Department. **Open to all applicants. Primary Responsibilities:** Position works with and maintains positive relationships with Health Department staff and other city elected and appointed leaders, the Minnesota Department of Health, MN Department of Human Services, Minneapolis Public Schools, Minnesota Visiting Nurse Agency, Way to Grow and other project contractors, community partners, community residents, local and state policy makers, and other and county staff. **REQUIREMENTS: Education:** Master's Degree in Public Health, Public Policy, Public Administration, MBA or equivalent degree in closely related fields. **Experience:** Five (5) years of experience in public health/non- profit environment. **Applications accepted Monday, May 5, 2014 through Tuesday, May 27, 2014.**

PeopleSoft Engineer, DBE – Exam #21283 Salary: $62,877-$86,539, with a market rate adjustment of up to $25,000 may be considered.
The City of Minneapolis is accepting resumes for a **PeopleSoft Administrator (Database Engineer)**. This is a full-time position in the Enterprise Resource Planning (ERP) Division of the Information Technology Department. The Database Engineer provides IT services to the Human Resources, Finance, and related City departments. This position is responsible for technical administration related duties for multiple PeopleSoft environments. **Qualifications: Experience**- six (6) years of experience performing similar duties. **Education**- A Bachelor's degree in Computer Science, Management Information Systems, or closely related field. For a complete job announcement including job duties, requirements and how to apply online please visit www.minneapolismn.gov. **Applications accepted through Monday, May 12, 2014.**

Senior Applications Analyst – Exam #21309 / Annual Salary $64,386 - $88,616
There is currently one (1) exempt, full-time vacancy to be filled in the Application Support – ERP Division of the Information Technology Department. **Primary Responsibilities:** Function as a lead application support analyst, supporting the City's existing and current Enterprise Resource Planning data warehouse. This entails having strong knowledge of Human Resource and Financial data, ability to monitor and troubleshoot the data warehouse ETL processes, and working with Human Resource (HR) and Financial & Property Services (FPS) departments' users to build new data relationships. Secondly, function as a lead application support analyst to provide software support for other software applications in use by FPS. **Qualifications: Required Education:** Bachelor's Degree in Computer Science, Software Engineering, Management Information Systems, or a closely related field. **Required Experience:** At least six (6) years of IT experience, with at least four (4) years working in application software support, four (4) years working with HR and Finance data in a business analyst/data analyst role, or involved in HR and Finance business intelligence, and two (2) years working with data warehouse ETL processes. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Monday, May 12, 2014.**

Software Engineer II (Business Intelligence Engineer – Cognos) – Exam #21347 / Annual Salary $64,386 up to $88,616
There is currently one (1) exempt, full-time vacancy to be filled in the IT Department. **POSITION SUMMARY:** The Business Intelligence Engineer (Cognos) will work within the Enterprise Data Management Program to design, develop, test, maintain and support data analytics and reporting solutions. The individual will work within the Information Technology (IT) team representing solutions and data architecture, business analysis, and database administration. The individual will provide development and support of Cognos Business Intelligence. **Primary Responsibilities:** Responsible for analysis and integration enabling technology, existing application/infrastructure and commercial off-the-shelf products consistent with business requirements and software specifications. Responsible for designing/configuring new solutions and enhancing / upgrading existing systems. **Qualifications: Required Education:** Bachelor's Degree in Computer Science, Software Engineering, or a closely related field. **Required Experience:** Six (6) years of combined relevant experience in the following: 1) Cognos 10 Suite: Framework Manager, Report Studio, Analysis Studio, Metric Studio, 2) ETL tools and technologies, 3) Cognos or similar BI product, Web, OLAP Services and Microsoft Office, 4) Database design and development preferably using both MS SQL Server and Oracle DBMS. **Equivalency:** An equivalent combination of education and experience closely related to the duties of the position MAY be considered. **Applications accepted through Wednesday, May 14, 2014.**

Supervisor Water Treatment Plant/Exam #21414/Salary $75,326.00 - $82,311.00
The duties of this position is to insure the continuous, economical and efficient operation and maintenance of the water treatment plant facilities. Supervise and coordinate the work of plant operation and maintenance staff. **QUALIFICATIONS:** High School Diploma or equivalent and completion of 30 college semester hours or 136 continuing education units of post-secondary technical training in any of the following: Water Environmental Technologies, Mechanical systems/rotating machinery, Hydraulics,Industrial electrical systems, Industrial electro-mechanical control systems, Commercial Heating, Air Condition and Refrigeration,Plumbing, or equivalent. Six years' experience in water treatment plant(s) similar to the Minneapolis water treatment plants, or wastewater treatment plant(s) with heavy emphasis on plant maintenance, operations, and chemical treatment. Two years or more as a part of the management of a Class A or B Water Supply System or a Class A or B Wastewater Facility may be substituted for the post-secondary training requirements. Diploma, Associates Degree, or Bachelor's Degree preferred. **LICENSES/CERTIFICATIONS:**   Minnesota Class 'B' Water Supply System Operator Certificate, Valid Driver's License at time of hire, Minnesota Boiler License: Special Engineer within 6 months of hire. HAZWOPER Operations Level Certification within 12 months of hire. Background check/drug & alcohol testing. **Applications accepted through May 28, 2014.**

CITY EMPLOYEES ONLY

Supervisor, Environmental / Annual Salary $75,326 up to $82,311 * Promotional opportunity. Open to City of Minneapolis', Minneapolis Health Department applicants only. POSITION INFORMATION: There is one (1) exempt vacancy in the Minneapolis Health Department, in the Environmental Services Division. This position will manage, supervise and coordinate environmental efforts for the City of Minneapolis related to regulatory responsibilities of the Environmental Services unit which includes but is not limited to erosion control, spill response, citizen complaints, after hours construction and outdoor events.   **REQUIREMENTS: Experience:** Five (5) years of experience in environmental regulation. **Education:** Bachelor's Degree in Environmental Science, Public Administration or equivalent. **Equivalency:** An equivalent combination of related education/experience may be considered, education must be science related to be considered. **Applications accepted Monday, May 12, 2014 through Friday, May 23, 2014.**

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.

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